

10 copies  
Approved  
1- D/OER, ADD/OER  
1- ST/A  
1- ST/P, ST/P/C  
1- E/ER  
1- ST/EX  
1- ST/CS  
1- each OER Div. Chief

ORGANIZATION AND MANAGEMENT  
Approved For Release 2000/09/07 : CIA-RDP70S00385R000100160001-3

S-E-C-R-E-T

1 D/OER  
ADD/OER  
File

CENTRAL REFERENCE SERVICE

CRS NOTICE

CR-67-10  
ORGANIZATION  
26 September 1967

REORGANIZATION

1. The second phase of the reorganization of the Central Reference Service (formerly Office of Central Reference) was implemented on 25 September 1967 with the establishment of the Far East/Pacific (FE/PAC) Division in Room 1H18, Headquarters Building. This is the first of five new CRS area divisions to be activated. The remaining four divisions will be established successively during the next three or four months. Users of Central Reference Service will be notified as these new divisions are formed.

25X1A

2. [REDACTED] has been designated Chief, Far East/Pacific Division, and is located in Room 1H18 (extension 5051). [REDACTED] (extension 5483) is Chief, China Branch, and [REDACTED] (extension 6291) is Chief, Asia Branch. The senior personnel in the FE/PAC Division and the geographic areas for which the Division is responsible are listed in the attachment to this notice.

25X1A

25X1A

3. FE/PAC Division, within its assigned geographic areas, has assumed the all-source reference responsibilities that have been previously performed by the Biographic Register (BR), Foreign Installations Division (FID), Graphics Register (Personality and Ground Photography), Special Register (SR), and the Intellofax System. Queries involving FE/PAC areas should be addressed to the China Branch (Room 1H18, extension 5483) or the Asia Branch (Room 1H18, extension 6291). Queries on other world areas should continue to be addressed to the appropriate functional reference division, i.e., BR, FID, GR, SR, or Intellofax. The CIA Library reference staff (Room 1H41, extension 7701) will continue to perform standard library reference service on open source publications for all areas.

4. The FE/PAC Division is located in an SI/TKH secured area outside the Special Center. CRS personnel can admit non-special-

S-E-C-R-E-T

Group 1  
Excluded from automatic  
downgrading and  
declassification.

S-E-C-R-E-T

- 2 -

advanced library employees into the FE/PAC Division for services which do not involve special materials. This may cause some delay to users who do not hold the proper clearance but procedures have been designed to minimize this inconvenience.

25X1A      3. The reorganization of the CRS was precipitated by manpower reductions and the resultant necessity to re-examine and re-orient central reference services. Its aim is to improve the future central reference activity by effecting a closer integration of all resources and personnel with those of other parts of the Agency. To achieve this goal, CRS needs the advice and assistance of all the major users. Chief of the Information Services Group encompassing the five area divisions, is available to discuss reference service matters.

25X1A

Director, Central Reference Service

Attachment: A/B

This Notice expires:  
26 September 1968

S-E-C-R-E-T